

Welcome Aboard Package SCC Support



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Overview

This package is designed to familiarize new NCAPS members with the process of applying for and executing AT at the Shipping Control Center (SCC) at Damn Neck, VA. What is included here are some points of contact, phone numbers, and general guidelines on applying for AT, what to do prior to arrival, and some points on liquidating orders and travel claims with the minimal amount of discrepancies.

It is recognized that this process may change over time due to modifications in systems, change in policies, etc. If you have any additional or new information that may help others, contact LCDR Dave Kenney to contribute to this package and keep it relevant.

Applying for AT

In order to determine the dates available to perform AT at SCC, you will first need to contact the N3 Dept Head. He/she will provide you with some date ranges according to the current needs at SCC. Once you have the dates, you will need to go online to the NROWS order writing system to apply for your AT.

In order to complete your application, you will need the following data:

1. The start Date and End date of your AT
2. The UIC of the command you are going to. The UIC for SCC is **68593**. In the NROWS system, entering the UIC will automatically fill in the Command name and address.
3. A Point of Contact at the Command you are going to. (*We have been using CDR Rogodzinski or OSC(SS) Reynolds as the POC. Ask N3 Dept. Head who the current POC will be when you apply*).
4. A current PAGE 2 (Record of Emergency Data). Make sure it is current. If not, have NRC Admin make changes and send you a new copy.

Once you complete the application process, you will need to check back to the NROWS system to verify your orders have been approved and created. Once completed, you will be able to save a PDF copy or print your original orders on your PC. You will need to have Adobe Acrobat Reader to accomplish this. You can download it free from www.adobe.com.

Security Clearance

You will need a security clearance to work at SCC. Make sure your NRC has FAX'd your security clearance to the NOPF Security Manager, (757) 492-4719, prior to your arrival.

Berthing

Your orders should state whether Government Berthing is available. Virginia Beach has many hotels and motels to stay in, but the CBQ or Navy Lodge on Damn Neck is the most convenient for access to your work center.

Generally, when you submit for orders through the NROWS system, a tickler is sent to SATO Travel to setup your Berthing and Rental Car. Although this is designed to be automatic, I highly recommend calling the SATO Travel desk to confirm at 1-800-865-7286. Once SATO has made the berthing and rental car arrangements, you will receive an email from them to the

email address you entered into the NROWS system. This email will contain a pointer to their Travel Itinerary web site at www.virtuallythere.com. Click on the pointer to go directly to the itinerary set up for you.

If the CBQ doesn't have rooms available for your stay, SATO will issue a CNA number authorizing berthing at one of the local hotels. When you speak with SATO, you should ask them to locate you at an area hotel that falls within the VA Beach per diem rate, if possible. This will be noted on your itinerary. You should have (1) your complete airline reservations, (2) your berthing reservations with confirmation number, and (3) your rental car confirmation.

Rental Cars

Rental cars are generally arranged by SATO and are picked up and dropped off at the Norfolk International Airport. SATO uses several different nationally known car rental agencies so you will need to refer to your travel itinerary for your Car Rental agency, confirmation number, and point of contact.

TIP: You should call the hotel and car rental agency 2-3 days prior to departure to confirm your reservations. This will avoid any unnecessary last minute SNAFU's and make your travel experience smoother.

You will receive a Rental agreement at the agency counter prior to getting your car. Save this as you will need it for your base pass and for disbursing.

Arriving in Norfolk, VA

Once you've arrived, you may receive an area map from the car rental agency in the package they give you with your rental agreement. If not, you can request one or ask for directions to the hotel you are assigned for berthing.

After you arrive at the hotel, obtain local address, phone number, and room number to bring with you your first reporting day. The SCC Watch will need it in the event they need to contact you during off hours while on AT.

Reporting to NOPF

You will be reporting to the Naval Ocean Processing Facility (NOPF), 352 Bullpup St. Virginia Beach, VA 23461. SCC is located within NOPF. The Dam Neck Naval Annex which is very close to the Oceana Naval Air Station where the supporting PSD is located for check in. You will likely be asked to check in to SCC at NOPF first, then you will be sent to PSD at Oceana to submit your orders, Page 2, and Travel Itinerary for pay and travel claims.

Directions to Dam Neck Base

To get to SCC Dam Neck in Virginia Beach from the Norfolk International Airport, take the airport exit to Interstate 64. Follow Interstate 64 to the Interstate 264 Exit going to Virginia Beach. (This was previously Route 44). Follow Interstate 264 to the Virginia Beach Blvd exit (about 10 miles). Follow signs for VA Beach Blvd and take VA Beach Blvd. Go ½ mile to first

set of lights (intersection VA Beach Blvd and Oceana Blvd). Take a right onto Oceana Blvd and go for approximately 2 ½ miles to intersection of Oceana and General Booth Blvd. At General Booth Boulevard take a right and follow General Booth Boulevard to next set of lights (intersection of Dam Neck Road and General Booth Blvd). You will take a left turn, at the light, onto Dam Neck Road. Follow Dam Neck Road into the main gate.

Base Pass

- If you have a rental car, you will need to stay in the right lane and tell the gate guard you are reporting for annual duty. You will be directed to the pass office on the right to get a base pass for your windshield for the 2 week period you are here. Make sure you have your rental agreement, license, and Military ID to obtain your pass.
- If you are driving your own car and have a valid base sticker, you will just need your military ID to show the gate guard for access to the Dam Neck Base. If you don't have a sticker, you will need a pass from the pass office, per above. Make sure you have proof of insurance also.

To get to NOPF, go straight through Main gate at Dam Neck, take second right onto Regulus Ave. and stay straight for about 1.5 miles. Just after RV park on left, you will see BullPup St. on the right. NOPF is the first building on right. It has the command MIFC and NOPF seals on the building and there are security turn-styles at the front.

Park in the parking lot across the street from the building and go to the front gate and press the intercom button to gain access to the security office. They will issue you a temporary badge to enter the facility and contact someone on SCC watch to come down and escort you. You may also receive a command access badge by the security manager as well. This is preferred as it will have your photo and will allow you access to the building without having to sign in and out everyday.

Once checked in, you will likely receive a briefing and a quick tour of the facility if you have never been here. In addition, you will need to get access to SIPRNET from the NMCI security manager as well. This will give you a login and access to the secure-side programs used during your watch period.

After checking in with the NOPF, all military personnel are sent to the Personnel Support Detachment (PSD) located in Building 326 on corner of D Ave. and 3rd Ave at Oceana Naval Air Station. PSD is open from 7:30 a.m. to 4p.m., emergencies are handled by the duty PN who can be reached through the Oceana Quarterdeck at 433-5933.

Directions to PSD Oceana from Dam Neck

Go out Main Gate of Dam Neck and go to General Booth Blvd. Take a right at the lights, and then left at next set of lights onto Oceana Blvd. The Main Gate to Oceana is about a mile up on the left. Turn left onto Tomcat Blvd, pass the Navy Exchange to Main Gate Oceana. Once inside the gate go up about 3 blocks and take a left onto D Street. Building 326 is on the next corner on your right. Go into Main door and to Room 130, Reserve Check in.

PSD Check in

While at PSD, you will be asked to fill out a check off sheet for pay and allowances, and a Travel Claim. PSD will take copies of your orders, travel itinerary, and Page 2.

Important note about PSD: They are now using the Defense Milpay system (DMO) to process claims for pay and allowances. This means that they will input the pay/entitlements info for you while on AT, and DFAS Cleveland will deposit amounts into the bank account you designate via Electronic Funds Transfer.

Check out from AT

Once you've completed AT at SCC, you will debrief on the final day and pass on any pertinent info needed for subsequent personnel performing AT there. Make sure you turn in your security badge to the NOPF Security Office. Your SIPRNET account will be disabled, and you will return to PSD Oceana to complete the check out.

PSD Oceana will provide you with a partial copy of your LES. The complete LES statement will be mailed to you from DFAS after completion of AT.

In order to complete your travel claim, you will need to ensure the final copy of the Car Rental Agreement gets FAXd to PSD. Make sure the balance on the final receipt reflects a "0" balance. If not, this may hold up processing your Travel Claim.

Useful Phone Numbers

Local Lodging

Bachelor Officer Quarters:	(757) 433-2574
Bachelor Enlisted Quarters:	(757) 433-2574
Navy Lodge, Dam Neck:	(757) 437-8100
Navy Lodge, Naval Base:	(757) 489-2656
Navy Lodge, Navy Amphibious Base Little Creek:	(757) 464-6215

PSD Oceana

DK3 Rosario	(757) 433-3066
DKC Huff	(757) 433-2944
FAX:	(757) 433-3033

SCC Watch Center

SCC Watch Officer	(757) 492-4721 or 4781
NOPF Security Manager	(757) 492-4716 or 4717
NOPF Security Mgr FAX	(757) 492-4719

Dam Neck Area

Service.	Phone Number.
F C T C LANT Quarterdeck	(757) 492-6234/6324.
Visitor's Quarters (After Hours)	(757) 492-6606.
Visitor's Quarters (Work Hours)	(757) 492-6453.
Bachelor Officer Quarters (Damn Neck)	(757) 492-6453.
<u>Navy Lodge</u>	1-800-NAVY-INN.
<u>Dam Neck Outdoor Adventure Center</u>	(757) 492-6565.
<u>Sea Mist RV Park</u>	(757) 492-7545.
Base Police	(757) 492-6302.
Chaplain's Office	(757) 492-6602.
<u>Dam Neck Pass Office</u>	
Command Security	(757) 492-6220.
Safety Office	(757) 492-6257.
Motorcycle Safety Course	(757) 492-6257.
<u>Morale Welfare Recreation</u>	(757) 492-6264.
<u>Tri Care Mid Atlantic</u>	1-800-931-9501.
<u>Navy College Program</u>	(757) 492-6183.
<u>Navy Exchange</u>	(757) 492-7745.
<u>Naval Support Activity Norfolk</u>	
<u>Navy Family Service Center</u>	(757) 492-7150.
Personnel Support Detachment (OCEANA)	(757) 433-2185.
<u>Hampton Roads Navy Housing</u>	1 (800) 628-7510.
Postal Directory	(757) 492-6210.
Base Fire Department	(757) 492-6333.
Base Post Office	(757) 492-6588.

Useful Links

Tactical Training Center

<https://www.ttgl.navy.mil/welcome.htm>

Fleet Combat Training Center – Atlantic

<https://www.fctclant.navy.mil/index.html>

BOQ Info can be found on the web at the BH Worldwide directory

<http://www.navfac.navy.mil/housing/va.htm>

COMLANT Commander

<http://www.atlanticfleet.navy.mil/>

Commander Undersea Surveillance

<https://www.cus.navy.mil/>

Navy Lodge – Dam Neck, VA

http://www.navy-lodge.com/united_states/virginia/dam_neck.html

DFAS Mypay

<https://mypay.dfas.mil/mypay.asp>

Area Map

